

TEXAS DEPARTMENT OF PUBLIC SAFETY/DRIVER LICENSE DIVISION

# #32 Texas Election Certificate

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Pending Judicial Review

DPS/DLD/PBI

7/12/2012

***Disclaimer: This training material was developed by Policy and Business Improvement (PBI). The laws, rules, and policies referenced in this material are current as of the date of this publication; however, recent changes in State law and internal DPS policies may not be accurately reflected as that information was not available at the time of printing. As a result of these unforeseen changes, always refer to the "Driver License Manual" posted on the intranet under the Driver License section for the most current information. This policy is pending judicial review.***




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Slide 1



**Course # 32**  
**TEXAS ELECTION CERTIFICATES**

Course #32 Texas Election Certificate

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**Abstract**

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This course details the requirements needed for an applicant to be eligible for an Election Certificate. It will outline the steps necessary to apply for and receive the Election Certificate.

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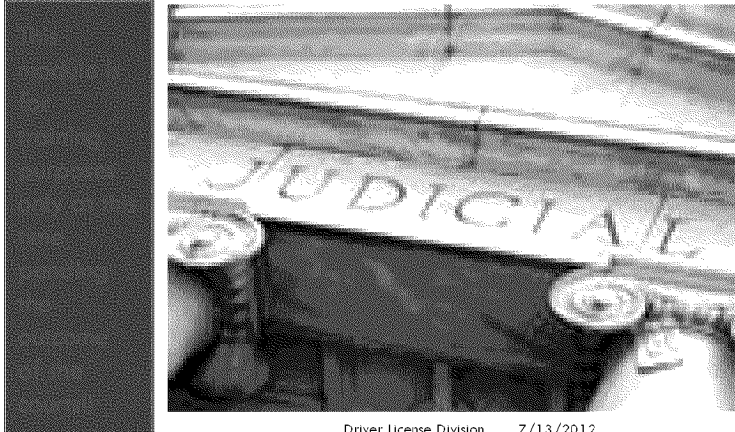
**Abstract**

This course details the requirements needed for an applicant to be eligible for an Election Certificate. It will outline the steps necessary to apply for and receive the Election Certificate.

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**\*\*\*PENDING LEGISLATION\*\*\***

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The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

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**Course Objectives**

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- ☐ Introduce the requirements for the Texas Election Certificate.
- ☐ List the steps to apply for the Election Certificate.

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### **Course Objectives**

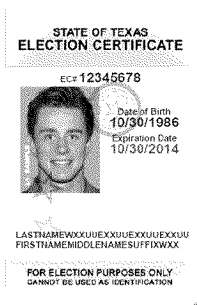
- Introduce the requirements for the Texas Election Certificate.
- List the steps to apply for the Election Certificate.

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## Texas Election Certificate (EC)

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- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and **do not** have another form of photo identification acceptable for election purposes.



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### Texas Election Certificate Overview

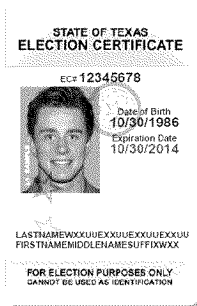
- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and do not have another form of photo identification acceptable for election purposes.

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## Texas Election Certificate (EC)

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- The Texas Election Certificate is to be used for election purposes only and cannot be used as an identification card.
- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.



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- The Texas Election Certificate is to be used for election purposes only and **cannot be used as an identification card**.
- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

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## Persons Not Eligible

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- Persons who have been issued any of the following documents which may be used for election purposes:
  - ▣ Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - ▣ Texas identification card – unexpired or expired less than 60 days;

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### Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

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## Persons Not Eligible

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- ▣ Texas concealed handgun license – unexpired or expired less than 60 days;
- ▣ United States military identification card containing the person's photograph;
- ▣ United States passport – unexpired or expired less than 60 days;

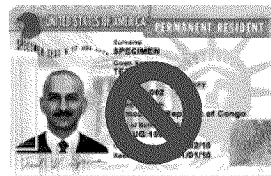
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- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

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## Persons Not Eligible

- ▣ United States citizenship certificate containing the person's photograph; or
- ▣ Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).



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- United States citizenship certificate containing the person's photograph; or
- Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

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## Persons Who Are Eligible

- ▣ The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
  - ▣ a registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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### Persons Who Are Eligible

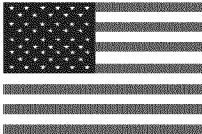
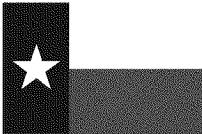
- The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
  - A registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

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## Persons Who Are Eligible

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- a United States citizen;
- a resident of Texas;
- age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

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- A United States citizen;
- A resident of Texas; who is age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

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## How to Apply for Election Certificate

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- Visit a Texas driver license office;
- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department's identification policy; and
- Request and complete an application for the election certificate.

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## How to Apply for Election Certificate

To apply for the Texas Election Certificate the person must:

- Visit a Texas driver license office;
- Bring documents to verify U.S. citizenship;
- Bring documents that meet the department's identification policy; and
- Request and complete an application for the Texas Election Certificate.

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# Election Certificate Application Form

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# Election Certificate Application Form

The person applying for the Texas Election Certificate will complete and sign front page of form DL-14C. The back of the application includes eligibility requirements for obtaining the Election Certificate.





|   |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
|---|--------------------------|--|-----|----|--|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|--|
| DIV-540 (Dec 2011)<br><b>APPLICATION FOR TEXAS ELECTION CERTIFICATE</b><br>FOR ELECTION PURPOSES ONLY; CANNOT BE USED AS AN IDENTIFICATION CARD   |                          | FOR DEPARTMENT USE<br>ONLY   |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| NOTICE: All information on this application must be completed in INK.   |                          | ASSIGNED # _____   |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <b>APPLICANT INFORMATION</b><br/>           LAST NAME: _____<br/>           FIRST NAME: _____<br/>           MIDDLE NAME: _____<br/>           SUFFIX: _____<br/>           MAIDEN NAME: _____         </div> <div style="width: 48%;"> <b>CONTACT INFORMATION</b><br/>           HOME PHONE: _____<br/>           OTHER PHONE: _____<br/>           EMAIL: _____         </div> </div>  |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">           DATE OF BIRTH (mm/dd/yyyy): _____<br/>           SSN: _____<br/>           SEX: (Circle One)    Male    Female<br/>           EYE COLOR: _____    HAIR COLOR: _____<br/>           RACE: _____<br/>           HEIGHT: ft. _____ in. _____<br/>           WEIGHT: lbs. _____<br/>           UNITED STATES CITIZEN:    yes    no         </div> <div style="width: 48%;"> <b>ADDRESS INFORMATION</b><br/>           RESIDENCE ADDRESS: _____<br/>           CITY: _____    STATE: _____<br/>           ZIP CODE: _____    COUNTY: _____<br/>           MAILING ADDRESS: _____<br/>           STATE: _____<br/>           ZIP CODE: _____    COUNTY: _____<br/>           PLACE OF BIRTH: CITY: _____    STATE: _____    COUNTRY: _____<br/>           FATHER'S LAST NAME: _____    MOTHER'S MAIDEN NAME: _____         </div> </div>   |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <b>INFORMATION REQUIRED FROM ALL APPLICANTS</b>   |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 5%; text-align: center;">YES</td> <td style="width: 5%; text-align: center;">NO</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>1. Are you presenting a Texas identification card today?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>2. Are you presenting a Texas voter registration card today?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>3. Do you have a Texas driver license or instruction permit (unexpired, or expired for no more than 60 days)?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>4. Do you have a Texas identification card (unexpired, or expired for no more than 60 days)?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>5. Do you have a Texas concealed handgun license (unexpired, or expired for no more than 60 days)?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>6. Do you have a US passport (unexpired, or expired for no more than 60 days)?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>7. Do you have a US citizenship certificate that contains your photograph?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>8. Do you have a US military identification card that contains your photograph (unexpired, or expired for no more than 60 days)?</td> </tr> </table> |                          |  | YES | NO |  | <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you presenting a Texas identification card today? | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are you presenting a Texas voter registration card today? | <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you have a Texas driver license or instruction permit (unexpired, or expired for no more than 60 days)? | <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you have a Texas identification card (unexpired, or expired for no more than 60 days)? | <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you have a Texas concealed handgun license (unexpired, or expired for no more than 60 days)? | <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you have a US passport (unexpired, or expired for no more than 60 days)? | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you have a US citizenship certificate that contains your photograph? | <input type="checkbox"/> | <input type="checkbox"/> | 8. Do you have a US military identification card that contains your photograph (unexpired, or expired for no more than 60 days)? |
| YES   | NO                       |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 1. Are you presenting a Texas identification card today?   |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 2. Are you presenting a Texas voter registration card today?   |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 3. Do you have a Texas driver license or instruction permit (unexpired, or expired for no more than 60 days)?                    |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 4. Do you have a Texas identification card (unexpired, or expired for no more than 60 days)?                                     |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 5. Do you have a Texas concealed handgun license (unexpired, or expired for no more than 60 days)?                               |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 6. Do you have a US passport (unexpired, or expired for no more than 60 days)?   |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 7. Do you have a US citizenship certificate that contains your photograph?   |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | 8. Do you have a US military identification card that contains your photograph (unexpired, or expired for no more than 60 days)? |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| If answering "yes" to questions 3 through 8, you are not eligible to receive a Texas Election Certificate.  |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <b>CERTIFICATION</b>  |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| I do solemnly swear, affirm, or certify that I am the person named herein and that the statements on this application are true and correct.   |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| X _____   |                          | Date: _____  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <b>VERIFICATION</b>   |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| Sworn to and subscribed before me this _____ day of _____, _____.   |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
|   |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| _____<br>Notary Public in and for the State of Texas or Authorized Officer  |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| <b>FOR DEPARTMENT USE ONLY</b>  |                          |  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| Document Presented: _____   | Document Number: _____   | Issuing Agency: _____  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| Document Presented: _____   | Document Number: _____   | Issuing Agency: _____  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |
| Document Presented: _____   | Document Number: _____   | Issuing Agency: _____  |     |    |  |                          |                          |  |                          |                          |  |                          |                          |   |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |                          |                          |  |

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## Steps for Issuing an Original Election Certificate

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TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

**Search Applicant**

DL/ID/UNL Number:

Deleted Person Search: ☐

---

**Name Search**

Last Name:

First Name:

Middle Name:

Phonetic Search: ☐

---

**DOB/SSN Search**

DOB:

SSN:

Additional Search Options: ☐

**Search Applicant**

[NEW SEARCH](#)  
[SEARCH RESULTS](#)

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Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1) If record is found determine if applicant has a driver license or identification card which may be used as photo identification for election purposes. If no record is found, select the Election Certificate tab located in the blue bar in DLS.

DLS
TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

**Search Applicant**

DL/ID/UNL Number:

Deleted Person Search: ☐

---

**Name Search**

Last Name:

First Name:

Middle Name:

Phonetic Search: ☐

---

**DOB/SSN Search**

DOB:

SSN:

Additional Search Options: ☐

**Search Applicant**

[NEW SEARCH](#)  
[SEARCH RESULTS](#)

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## Steps for Issuing an Original Election Certificate

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☐ Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant. (Figure 2)

[TASKS](#)
[SEARCH](#)
[PDPS](#)
[CDLIS](#)
[MISC](#)
[ELECTION CERTIFICATE](#)

### Search Election Certificate

Election Certificate Number:

Name Search

Last Name:

FOUR

First Name:

VOTER

Middle Name:

DOB/SSN Search

DOB:

02/04/1958

SSN:

Search Election Certificate

Driver License Division    7/13/2012

Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant and select the *Search Election Certificate* button located at the bottom of the screen. (Figure 2)

[TASKS](#)
[SEARCH](#)
[PDPS](#)
[CDLIS](#)
[MISC](#)
[ELECTION CERTIFICATE](#)

### Search Election Certificate

Election Certificate Number:

Name Search

Last Name:

FOUR

First Name:

VOTER

Middle Name:

DOB/SSN Search

DOB:

02/04/1958

SSN:

Search Election Certificate

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## Steps for Issuing an Original Election Certificate

- If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate.

**DLS** TASKS SEARCH POPS CDLS MSC ELECTION CERTIFICATE

### Election Certificate Search Results

| Name       | Date of Birth | SSN         | Race  | Sex | Height | City   | County | EC Number |
|------------|---------------|-------------|-------|-----|--------|--------|--------|-----------|
| TWO, VOTER | 05/25/1968    | 555-44-3322 | OTHER | M   | 6' 01" | AUSTIN | TRAVIS | 34295548  |

View Election Certificate Record

**New Election Certificate**  
[Issue Election Certificate](#)

Fig. 2a

Driver License Division 7/13/2012

If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate. Ask for proper identification and select the **GO** button to view the record and reissue the election certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)

**DLS** TASKS SEARCH POPS CDLS MSC ELECTION CERTIFICATE

### Election Certificate Search Results

| Name       | Date of Birth | SSN         | Race  | Sex | Height | City   | County | EC Number |
|------------|---------------|-------------|-------|-----|--------|--------|--------|-----------|
| TWO, VOTER | 05/25/1968    | 555-44-3322 | OTHER | M   | 6' 01" | AUSTIN | TRAVIS | 34295548  |

View Election Certificate Record

**New Election Certificate**  
[Issue Election Certificate](#)

Fig. 2a

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## Steps for Issuing an Original Election Certificate

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- If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button.

**DLS** TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

### Election Certificate Search Results

Fig. 2b

| Name                                      | Date of Birth | SSN | Race | Sex | Height | City | County | EC Number |
|---|---------------|-----|------|-----|--------|------|--------|-----------|
| No record found for the criteria provided |               |     |      |     |        |      |        |           |

[New Election Certificate](#)  
[Issue Election Certificate](#)

Driver License Division 7/13/2012

If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure. 2b)

**DLS** TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

### Election Certificate Search Results

Fig. 2b

| Name                                      | Date of Birth | SSN | Race | Sex | Height | City | County | EC Number |
|---|---------------|-----|------|-----|--------|------|--------|-----------|
| No record found for the criteria provided |               |     |      |     |        |      |        |           |

[New Election Certificate](#)  
[Issue Election Certificate](#)

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## Steps for Issuing an Original Election Certificate

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- Type in the required information on the **Applicant Information** screen.

**DLS** TASKS SEARCH PDPS CDLS MISC ELECTION CERTIFICATE

### Applicant Information

Fig. 3a

**Name**

Last Name: TWENTY  
 First Name: VOTER  
 Middle Name:  
 Suffix:  
 No First Name:

**Personal Info**

DOB: 06/10/1948  
 SSN:

**Physical Address**

Address 1:  
 Address 2:  
 City:  
 County:  
 State: TEXAS  
 Zip:  
 Country: UNITED STATES

Driver License Division 7/13/2012

Type in the required information on the **Applicant Information** screen.

- The fields which include a red asterisk (\*) must be filled, i.e. name, DOB, physical address. (Figure 3a)

**DLS** TASKS SEARCH PDPS CDLS MISC ELECTION CERTIFICATE

### Applicant Information

Fig. 3a

**Name**

Last Name: TWENTY  
 First Name: VOTER  
 Middle Name:  
 Suffix:  
 No First Name:

**Personal Info**

DOB: 06/10/1948  
 SSN:

**Physical Address**

Address 1:  
 Address 2:  
 City:  
 County:  
 State: TEXAS  
 Zip:  
 Country: UNITED STATES

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## Steps for Issuing an Original Election Certificate

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- Mailing address, physical description, and other information. U.S. citizen must be “YES” to be eligible for an election certificate. (Figure 3b)

Mailing Address: ☐ (Same as physical)

Address 1 : \_\_\_\_\_  
 Address 2 : \_\_\_\_\_  
 City : \_\_\_\_\_  
 State : TEXAS  
 Zip : \_\_\_\_\_  
 COUNTRY : UNITED STATES

Physical Description Information

Sex : \_\_\_\_\_  
 Eye Color : \_\_\_\_\_  
 Hair Color : \_\_\_\_\_  
 Race : \_\_\_\_\_  
 Height : \_\_\_\_\_  
 Weight : \_\_\_\_\_

Other Information

US Citizen : NO ☒ YES ☐  
 Voter Registration : YES ☐ NO ☐

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Fig. 3b

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- Mailing address, physical description, and other information. U.S. citizen must be “YES” to be eligible for an election certificate. (Figure 3b)

Mailing Address: ☐ (Same as physical)

Address 1 : \_\_\_\_\_  
 Address 2 : \_\_\_\_\_  
 City : \_\_\_\_\_  
 State : TEXAS  
 Zip : \_\_\_\_\_  
 COUNTRY : UNITED STATES

Physical Description Information

Sex : \_\_\_\_\_  
 Eye Color : \_\_\_\_\_  
 Hair Color : \_\_\_\_\_  
 Race : \_\_\_\_\_  
 Height : \_\_\_\_\_  
 Weight : \_\_\_\_\_

Other Information

US Citizen : NO ☐ YES ☒  
 Voter Registration : YES ☐ NO ☐

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Fig. 3b

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### Steps for Issuing an Original Election Certificate

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- If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

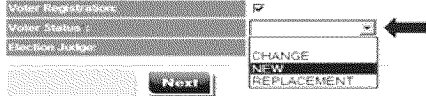
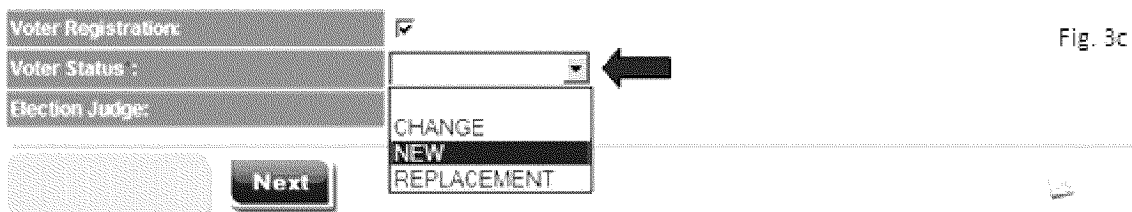


Fig. 3c

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•If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)



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### Steps for Issuing an Original Election Certificate

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- **Signature, Thumbprints, Photograph refresh.**  
Select the *Refresh* button to proceed to the **Scan Documents** screen. (Figure 4)




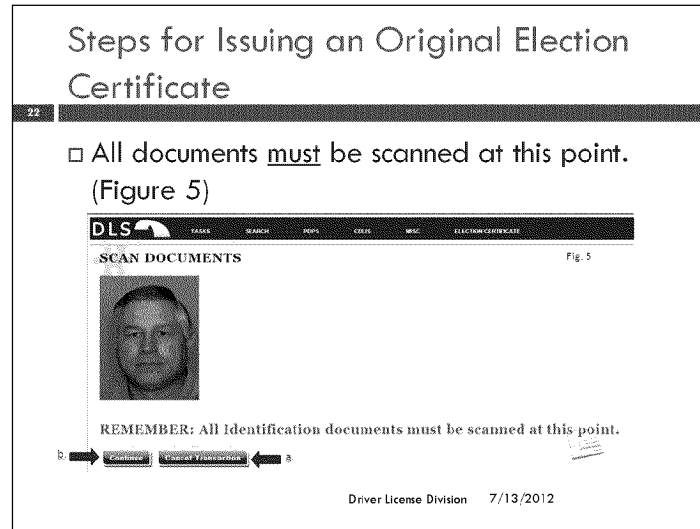
Fig. 4

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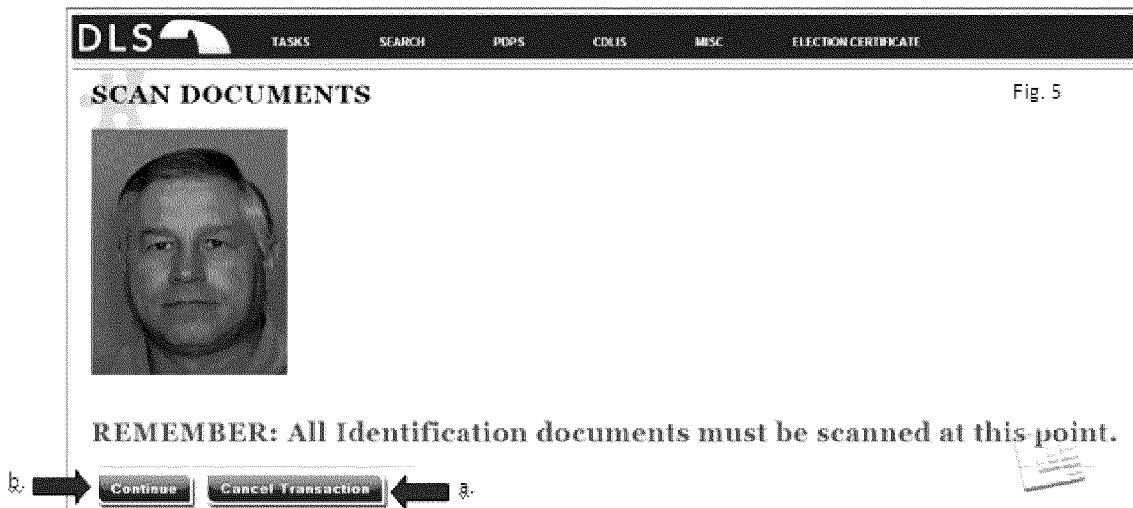
In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the Refresh *button* to proceed to the **Scan Documents** screen. (Figure 4)

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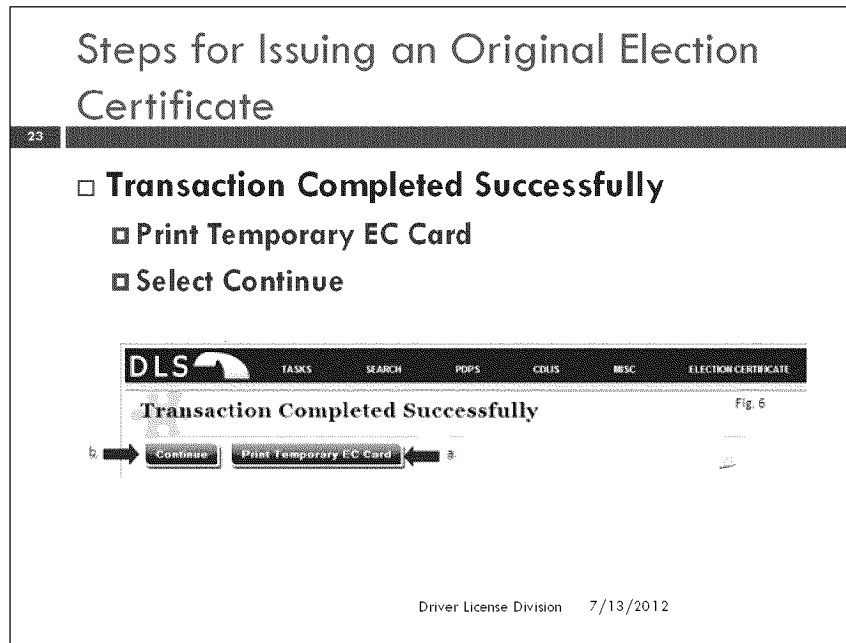


The **Scan Documents** screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)

- If the transaction needs to be cancelled, select the *Cancel Transaction* button (a).
- Select the *Continue* button (b) to proceed with the transaction.



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On the **Transaction Completed Successfully**

- Select the *Print Temporary EC Card* (a) to cue the printer to print a temporary election certificate card.
- Select the *Continue* button (a) after the temporary election certificate has been successfully printed.



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[illegible]

Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate.  
Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

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# \*\*\*PENDING LEGISLATION\*\*\*

The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

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## Resources

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- Texas Administrative Code, Title 37 Part 1
- Texas Transportation Code, Chapter 521A

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